

City of Covington

Department of Development Community Services Division

Rental Dwelling Unit License Application



Owner Last Name
or Business Name:

20 West Pike Street | 2nd Floor | Covington, Kentucky 41011 | (859) 292-2323

- Page 1 -

Application Type (check one): ☐ NEW APPLICATION ☐ RENEWAL ☐ CHANGE OF INFORMATION

- Rental Dwelling Licenses are available at No Charge if applications are submitted before January 15.
- Renewal applications submitted after January 15th must include a late fee of \$50.

SECTION 1: APPLICANT and CONTACT INFORMATION

All information must be typed or printed legibly for application to be considered.

Date of Application:

Name of Applicant:

Trade Name or DBA:

Check Type of Ownership and provide all requested information below:

(attach additional pages if necessary)

- ☐ Sole Owner (provide contact information below)
- ☐ Partnership (provide contact information for each partner below)
- ☐ Corporation / LLC (provide contact information for chief operating officer and agent for service below)

Name:		Title:	
Address:			
City:		State:	Zip:
Telephone Number:	Cell Phone Number:		E-Mail Address:
Name:		Title:	
Address:			
City:		State:	Zip:
Telephone Number:	Cell Phone Number:		E-Mail Address:
Name:		Title:	
Address:			
City:		State:	Zip:
Telephone Number:	Cell Phone Number:		E-Mail Address:
Name:		Title:	
Address:			
City:		State:	Zip:
Telephone Number:	Cell Phone Number:		E-Mail Address:

Property Manager / Primary Contact Please provide all requested information below for the contact person(s) for inquiries regarding the properties listed on this application: (attach additional pages if necessary)

Name:		Title:	
Address:			
City:		State:	Zip:
Telephone Number:	Cell Phone Number:		E-Mail Address:

[illegible]

I certify that all information contained herein is correct. I agree to comply with all rental dwelling licensing standards and conditions under City of Covington Code of Ordinances Chapter 155. By signing below I also acknowledge the following information:

- All licenses issued pursuant to this application will expire on January 16th of the following year.
- Applications for renewal of licenses must be filed by January 15th of each year.
- In the event that any information on this application changes, a change of information application must be submitted within 14 days of change.
- Any person who rents or leases property to another without obtaining a rental dwelling license may be subject to civil or criminal penalties or both (City of Covington Code of Ordinances § 155.99).

Signature _____

Title

Date